

# Training Team Inbrief

CDM/ISEA Workshop  
02 DEC 02  
Washington D.C.  
Team Leader: Bill Tucker



Action Item# - 000323-05

Action Source

Date Due: 30 Sep 2002

- Determine the prerequisites needed for the CM Certification and/or training guidelines.
  - Generated a list of prerequisites, posted for review, received feedback, incorporated changes, ready for finalizing.
  - Recommend closing.

11/02/02



Action Item# - 011015-03

Action Source

Date Due: 30 Sep 2002

- NSLC Mechanicsburg is developing a Computer Based Training CD for distribution based on the current help files.
  - Developed a CBT based on help files and labs with audio. Have a Request for CBT on the web site.
  - Will produce and update as necessary.

11/02/02



Action Item# - 011023-03

Action Source

Date Due: 30 Sep 2002

- A CDM has developed and are incorporating a Personnel Qualification System (PQS) to ensure all CDM analysts have the proper CM knowledge base prior to work assignment.
- Status – Recommend closing
  - Northrop Grumman provided a package
  - Dahlgren provided a more condensed package
  - Both available for downloading and tailoring.

11/02/02



Action Item# - 011023-09

Action Source - CDM Assessment  
Sep 2002

Date Due: 30

- A CDM has developed a Microsoft Access program that manages employee training and IDP completion. This program also notifies managers when appropriate reviews have not been conducted.
- Status
  - This application is part of another one in use by FTSC/LANT. Unable to get a user guide for the IDP portion. The program would require changing more than this one process at an activity. Recommend not using but have made available on the web for those interested.

11/02/02



Action Item# - 000323-04

Action Source

Date Due: Ongoing

- Train a trainer within each CM activity. (This includes Train a trainer within each ISEA organization.)
- Status - Ongoing

11/02/02



# Action Item 000323-04 Train a Trainer Within Each CM Activity (Ongoing)

- Train the trainer class:
  - FY 2002
    - 1 CDM certified
  - Next Class scheduled for 5 May 02
    - Have space for 3 more students
- Workfile Training
  - 124 Students completed training FY02 to date
  - Portsmouth classes have ceased due to funding



# Action Item 000323-05 Prerequisites for CM Certification (Sep 2002)

- Established levels of CM proficiency (COMPLETED)
- Identification of knowledge and skills (COMPLETED)
- Convene training team subcommittee by Dec 01
- Post first draft of Prerequisites for CM certification for review and comment by Jan 2002





# Action Item 000323-05 Prerequisites for CM Certification (Cont.)

- Incorporate changes from review by March 2002
- Post second draft for review and comment by May 2002
- Prepare final draft for NAVSEA 04L approval by Jul 2002
- Issue CM certification by Sep 2002



# Action Item 011015-03 CBT for CDMD-OA

- NSLC Mechanicsburg is developing a computer based training based on the current help files
- Meeting scheduled this week
- Web based Training
  - Determined POC and software to use
  - 04L516 will follow up outside the conference

